

RD AN No. 3584 (1930-C)  
November 20, 2000

TO: State Directors  
Rural Development

ATTENTION: Multi-Family Housing Program Managers

FROM: James C. Kearney (Signed by *Obediah Baker*) for  
Administrator  
Rural Housing Service

SUBJECT: Multi-Family Housing Administrator Exception Authority Requests

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to reinforce the documentation requirements contained in Agency regulations. The intended outcome is to improve the quality of requests to ensure a prudent, timely and effective response is provided.

COMPARISON WITH PREVIOUS AN:

There is no other AN providing comparable provisions.

IMPLEMENTATION RESPONSIBILITIES:

Requests for use of the Administrator's exception authority to permit a case-by-case exception to regulatory provisions not required by statute must contain the following documentation:

1. A citation of the regulatory provision involved.
2. Supportive information and data satisfying the requirements of the exception provision
3. A recommended alternative course of action.

Recent requests fail to fully meet these conditions. Requests have not always highlighted the normal regulatory provisions that apply for which an exception is recommended. Citation of the regulatory sections involved must be provided.

Supportive information and data may include background information, budgets, and physical inspection reports. Documentation related to the financial and social impacts may be provided. Information outlining how the adverse impact can be mitigated is required.

EXPIRATION DATE: November 30, 2001

FILING INSTRUCTIONS:  
Preceding RD  
Instruction 1930-C

Questions concerning the provisions of this AN may be directed to James E. Vollmer of the Multi-Family Housing Portfolio Management Division at 202-720-1060.

An alternative course of action needs to be affirmatively recommended by the required officials (e.g., State Director, Acting State Director, etc.). Program loan specialists and chiefs should not be the recommending officials of record. A narrative description of the alternative course of action should be provided.